

**SANDY CITY**  
**APPROVED POSITION SPECIFICATIONS**

- I. Position Title: Executive Secretary - Economic Development & Redevelopment

Revision Date: 04/07  
EEO Code: Admin Support  
Status: Non-Exempt  
Control No: 30202

- II. Summary Statement of Overall Purpose/Goal of Position:

Under direct supervision of the Economic Development Director, handles executive and office duties, maintains confidential records and files, prepares agendas, receives and handles phone calls and walk-in public and performs other related duties.

- III. Essential Duties

- Schedules meetings, appointments, conferences and travel for Economic Development Director.
- Types various office correspondence, memoranda and other documents for Director and office staff.
- Handles personnel matters for the Economic Development Department: Handles relations between Director's office and the Human Resources department; maintains confidential files; processes PAF's and sends them to Human Resources; coordinates personnel activity with the Director, Division Head, and affected individuals; enters time and maintains time sheet records.
- Attends related committee meetings, prepares agendas, contacts members and takes minutes.
- Assists in preparing demographic and marketing material for the department.
- Responds to a variety of correspondence using own discretion with minimal direction from the director.
- Maintains and prepares agendas and minutes for the Redevelopment Agency.
- Handles various, specially assigned administrative activities as designated by the director including facilitating projects, programs, research, or report preparation.
- Handles ordering and purchasing of office supplies and some office equipment.
- Receives telephone calls and walk-in-public, directing individuals to appropriate office personnel and responding directly to matters concerning routine office business.
- Assists in the preparation of department budgets.
- Indexes and files various documents.
- Maintains department budget file and processes purchase orders and check requests.

- IV. Marginal Duties

- Occasionally required to prepare Power Point presentations, make presentations, and participate in committee meeting discussions.
- Occasional need to drive.
- Provides support/back-up to Administrative office staff and manager.
- Performs other duties as assigned.

- V. Qualifications:

**Requirements:** Valid Utah Driver's License is required.

**Education:** Two years of secretarial or business training.

**Experience:** Two years prior experience in job-related secretarial or business related activities with demonstrated competence; may substitute additional experience for education.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment; data entry and word processing; effective filing procedures.

**Responsibility for:** The exercise of discretion and judgment – need to decide whether to pass-on certain privileged information or to keep it private; great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people; putting hostile and upset people at ease and directing them to the proper person who can assist them.

**Communication Skills:** Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules.

**Tool, Machine, Equipment Operation:** Type 65 wpm; requires regular use of a computer, mainframe, printer, fax, adding machine, copier, scanner, and telephone system; frequent use of a typewriter. Good working knowledge of Microsoft Word, Excel, Photoshop, Power Point, and other related software.

**Analytical Ability:** Prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

#### VI. Working Conditions

*Physical Demands:* While performing duties of job, employee is occasionally required to stand; walk; stoop; kneel; use hands to handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

HUMAN RESOURCES DEPT APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_